Audio To Text Fidelity - Procedure Guide

Proofreading using Trello - oTranscribe - Google Docs

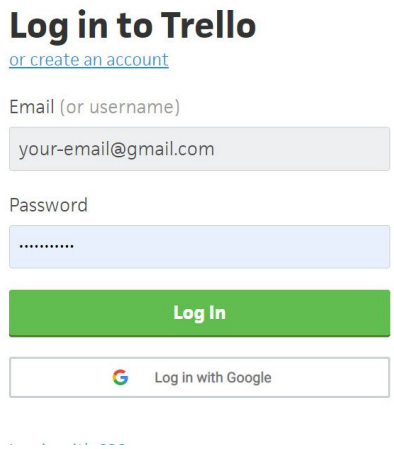
Prerequisites for Trello:

- In order to gain access to the Trello team, you need to have been pre-invited by an Admin (via email invite) using a valid email address (preferably gmail).

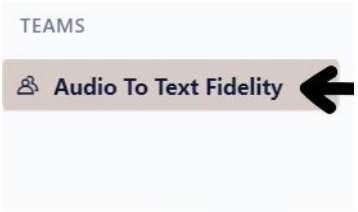
Prerequisites for Google Docs:

- You will need to be able to access the Google Docs folder “1st Read” (or “2nd Read” for second readers) - you need to use (or create) a Google mail email address e.g., email@gmail.com. This email address has to be with Google otherwise you will not have access. The Admin will give you access to the folder(s) with this email ID.

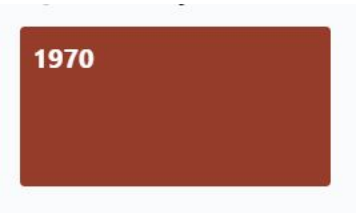
After receiving an invitation email from Trello, register your Trello account with a username and password then login at https://trello.com/login



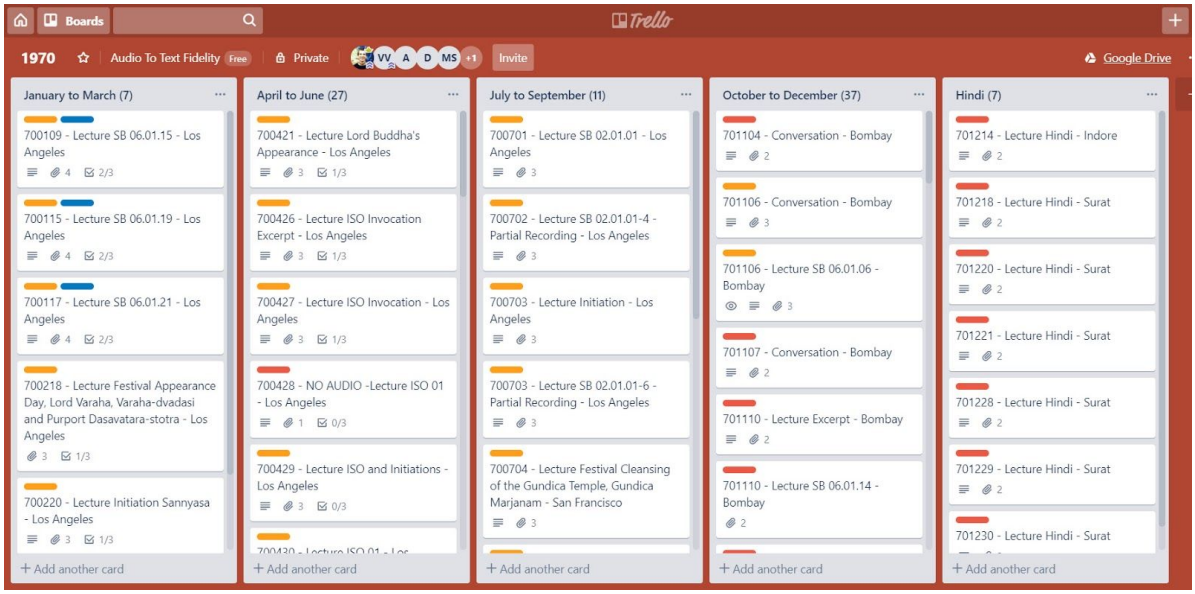
Upon logging in, you will see the team Audio To Text Fidelity on the left.



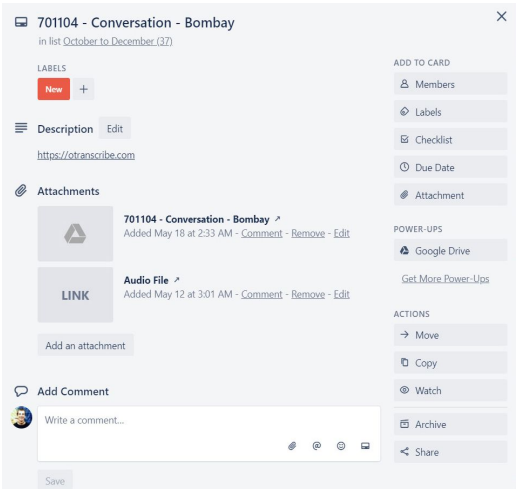
Click on this team and you will see the board you are registered with (for this example we will use the board “1970”).



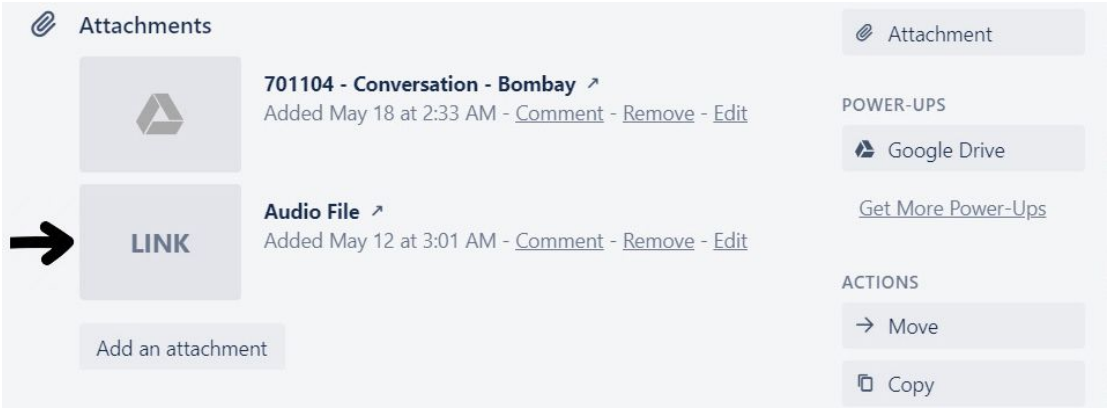
Once inside the board, you will see several lists representing months of the year.



Make sure you have been advised which list to access and what card(s) you will be assigned to read. Click and open the appropriate card you will be reading.
For this example we are using 701104 - Conversation - Bombay.

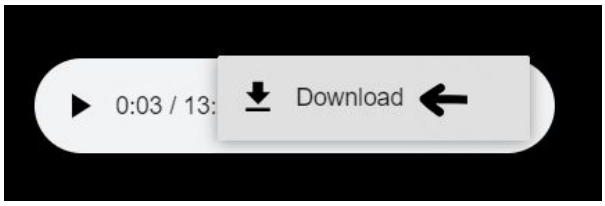


You will notice two attachments. Click and open the attachment “Audio File”.



This will now open a new tab in your browser. The audio file is represented as a player. On the right side of the player are three dots. Click on these dots.

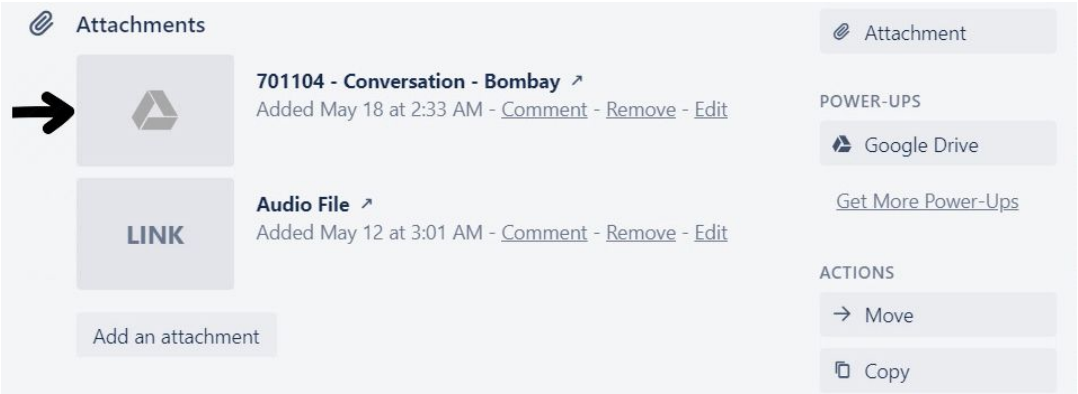
A popup will appear “Download”.



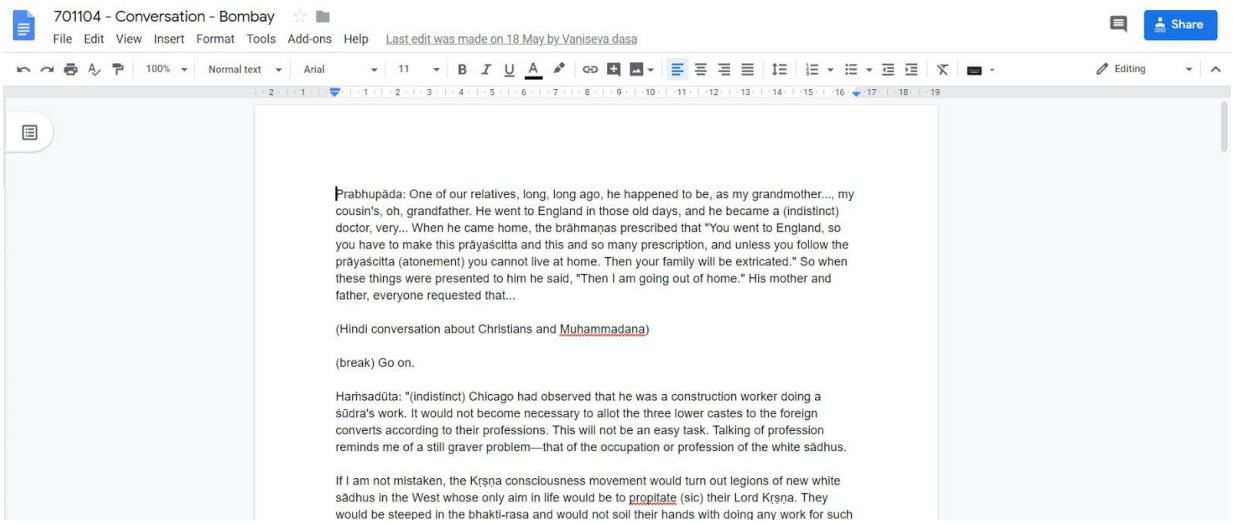
Click this and your audio file will download to your computer (usually to the folder “Downloads”).

Now you can close this tab as we will no longer be using it.

Return to Trello and click on the text attachment.

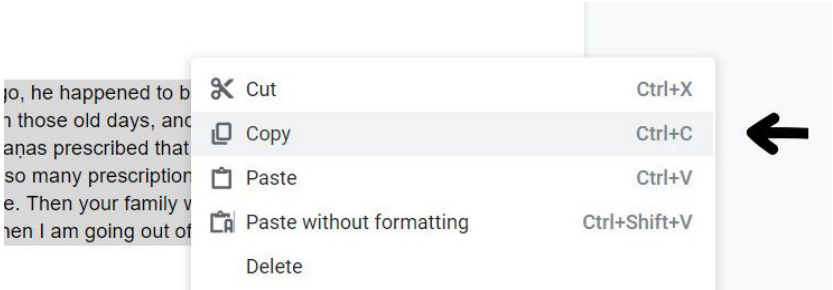


This will open a new tab in your browser where we will be using Google Docs.
The text document will look like this.



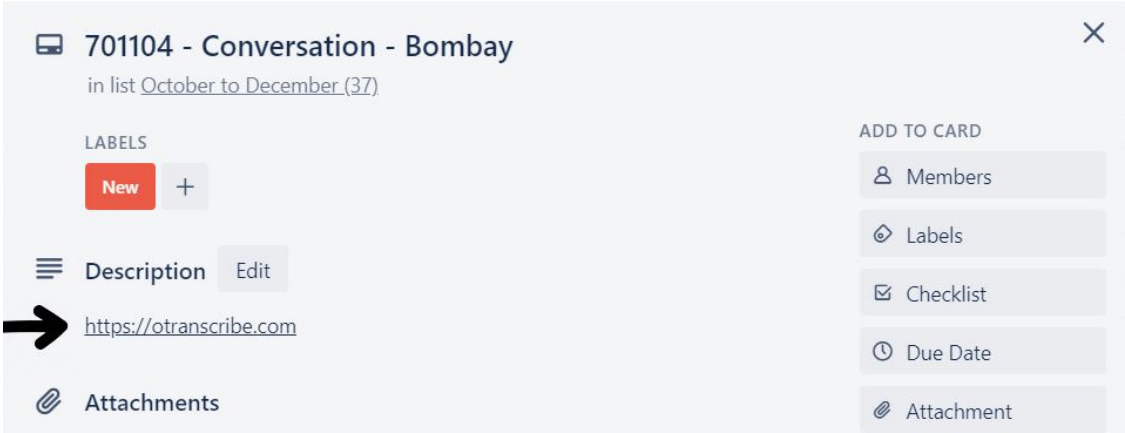
Select all the text in this document - i.e., Edit > “Select All” OR click anywhere inside the text and hold down CTRL plus the A key (Mac users COMMAND plus the A key).

Right click on the selected text and choose the option “Copy” OR use CTRL plus C (Mac users COMMAND plus C).

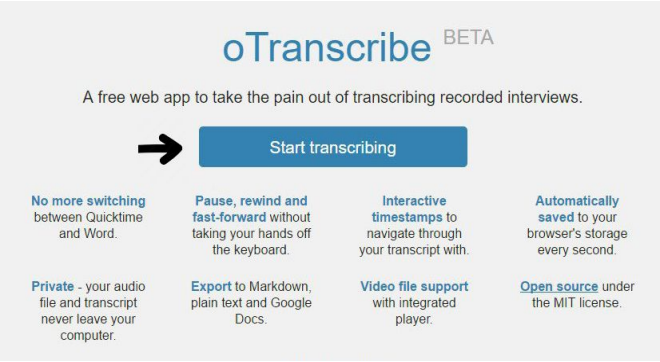


You can close this tab as it will not be needed anymore.

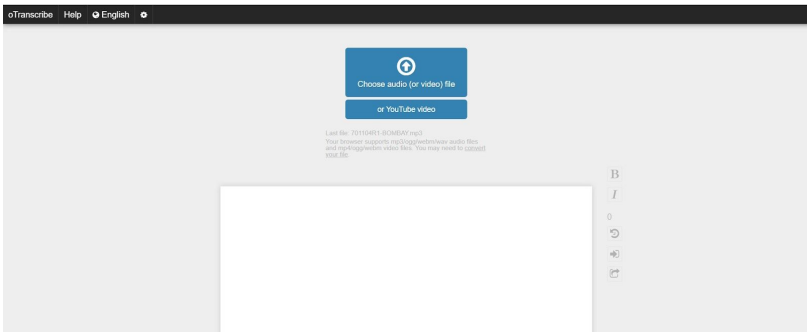
Return to Trello and click on the otranscribe.com link in the description area of the card.



This will open a new tab in your browser for our oTranscribe platform.
Click on the button “Start transcribing”.

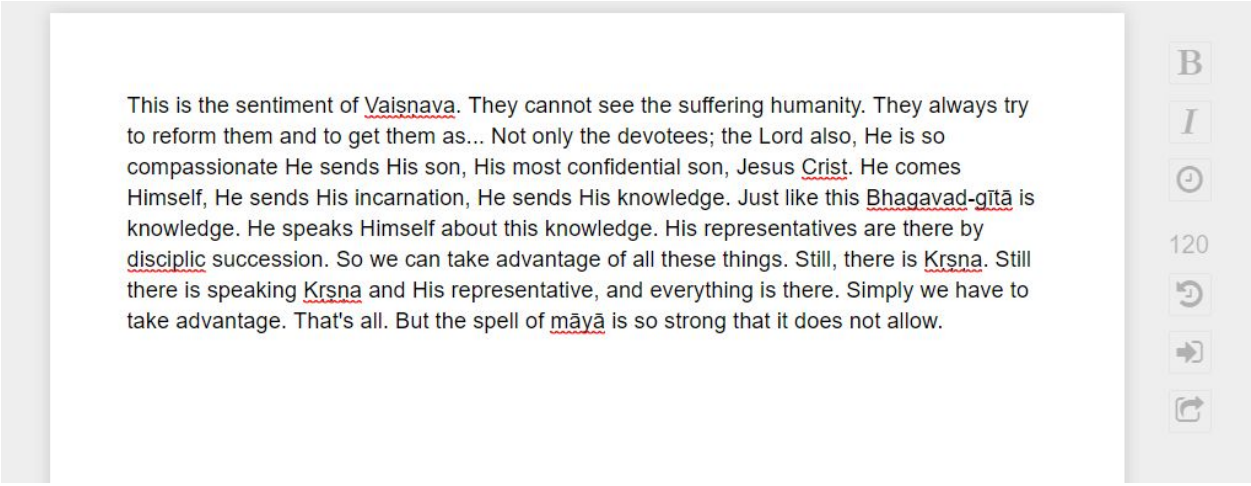


Select and delete all text within the white box.

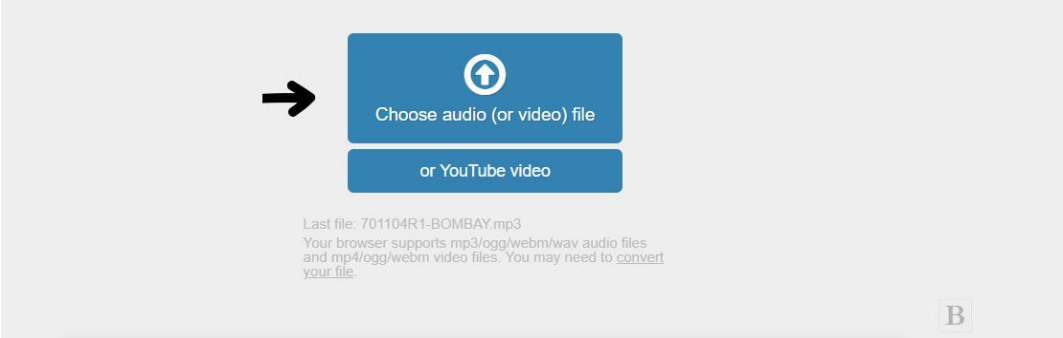


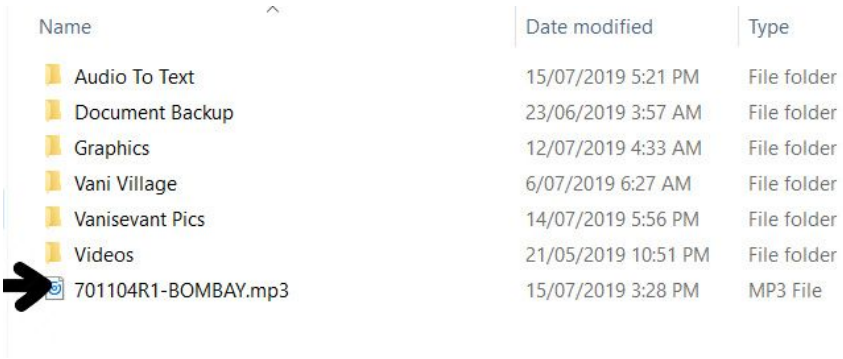
Click anywhere inside the white area and paste the text into this box i.e., hold down CTRL plus V (Mac users COMMAND plus V).

You should now see the text you copied from Google Docs.



Using the blue button, load the audio file you downloaded earlier (should be located in your Downloads folder). The file name will start with a similar number to 701104R1 ending with .mp3





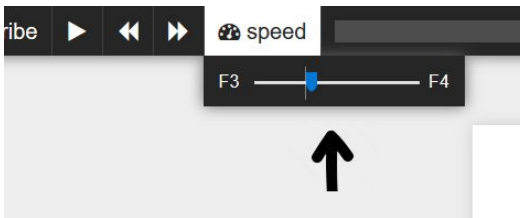
Once the audio file has loaded, you will see the title at the top of the page.

Notice on the left side of the page some player controls like Play, Rewind or Fast Forward. You can use these to control to rewind or fast forward the audio file, if you require to hear something over again or skip ahead.

On the right side is located the time counter.

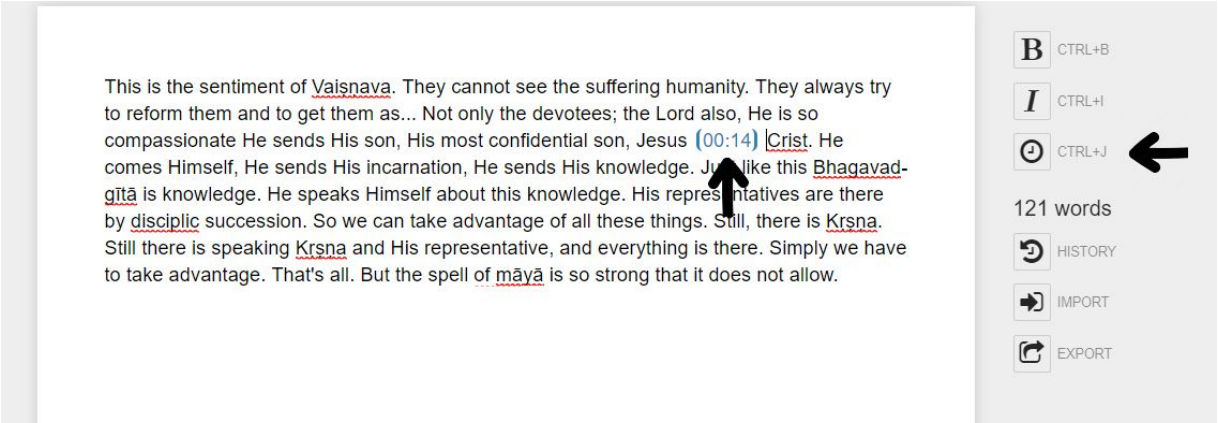
This is especially useful for second readers who need to locate changes.

By clicking the “speed” icon, you can slow down or speed up the playback speed.

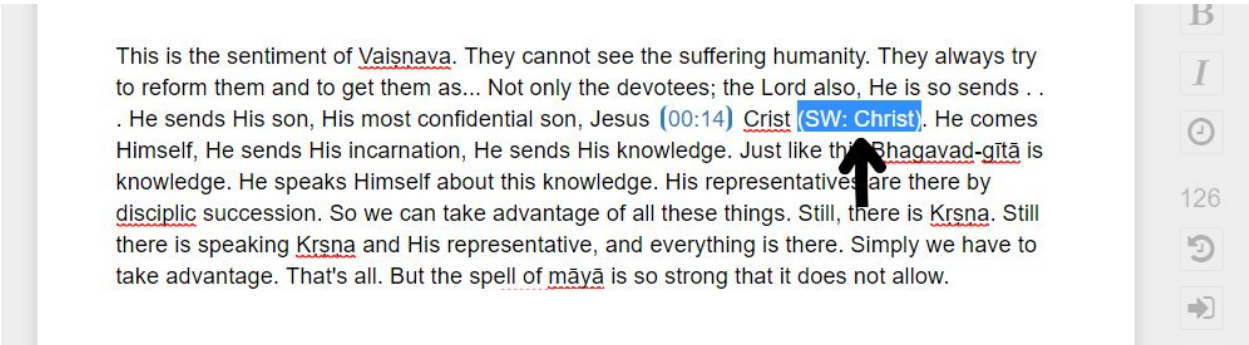


Click the Play button and begin to proofread the audio against text. When you encounter an error in the text, you will need to insert a timestamp BEFORE the word that should be changed. In this example we will use the word “Crist”.

Click before the word then click on the clock icon on the right side (hover first with mouse). You can also use CTRL plus J.



Now click AFTER the word, insert (within brackets) the suggestion code. For this example we will use “SW” (suggested word).
After the suggestion code, type the word you think should replace the original word.
In this example we are using “Christ”.

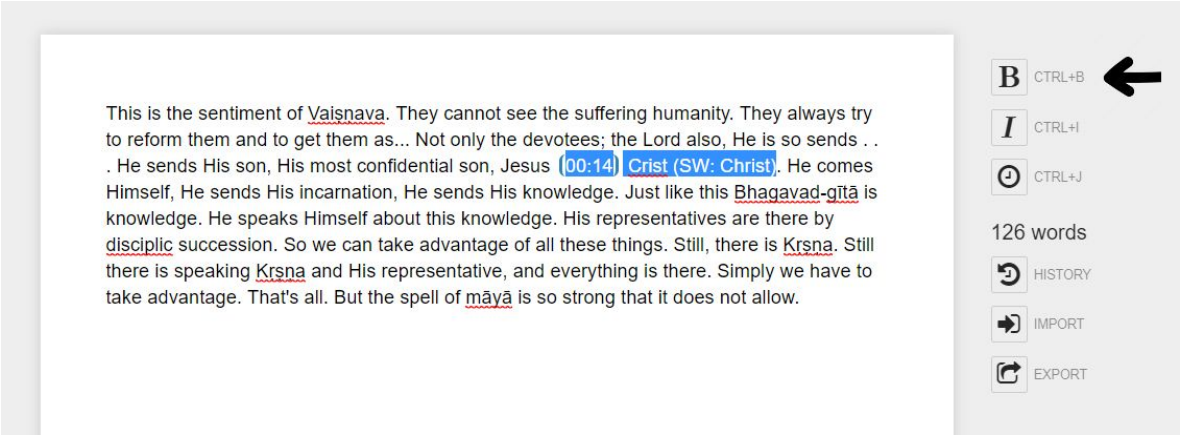


Here is a list of the suggestion codes we are using.

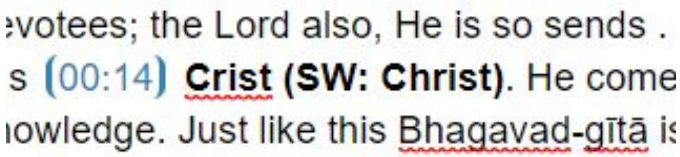
Coding to Place Around Your Edits

SW ("word")	Suggesting a Word
MR ("reference")	Missing a reference
MW ("word")	Missing a Word
EW ("word")	Extra word in the transcription
SM ("Correct spelling")	Spelling Mistake
PM ("Correct Punctuation")	Punctuation Mistake
IT ("Transcription")	Indistinct Transcription
HT ("Translation")	Hindi Translation
BT ("Translation")	Bengali Translation

Now select the entire suggestion (including the original word AND timestamp) and click the **Bold** icon (or you can use CTRL plus B).

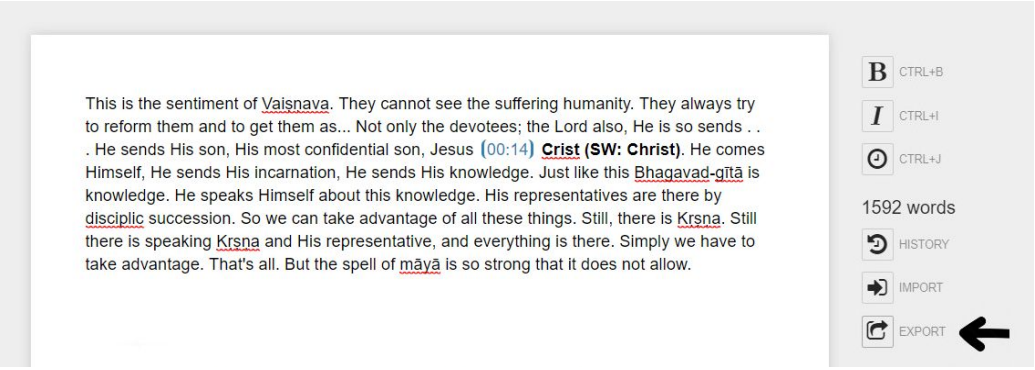


Your finished suggestion should look like this.
NOTE: The timestamp won't show bold here, but will show bold when exported to Google Docs.

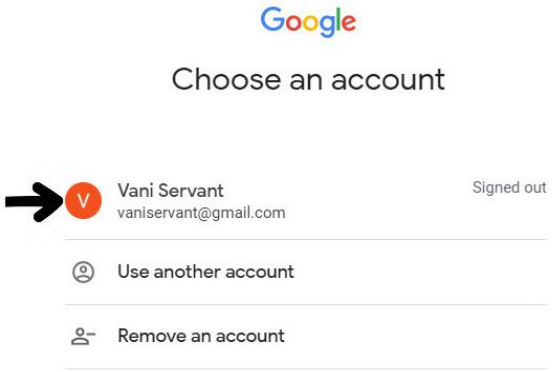


You have successfully completed one suggestion - continue listening and reading until the end of the lecture (or conversation).

Check your suggestions for any errors.
Once you are happy with your changes, we need to export the amended transcription.
Click on the Export icon.



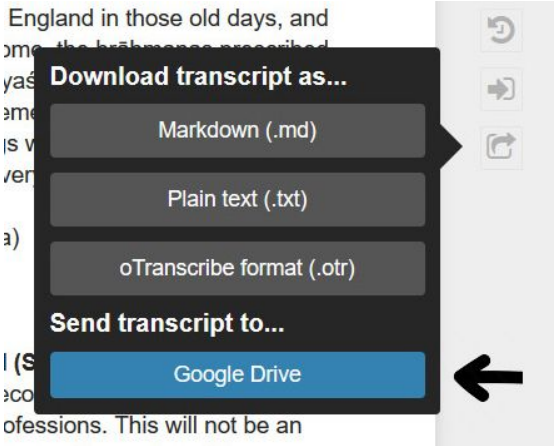
When you click the Export button, a popup box will appear asking you to sign into a Google account. Use the email address the Admin would have received from you.



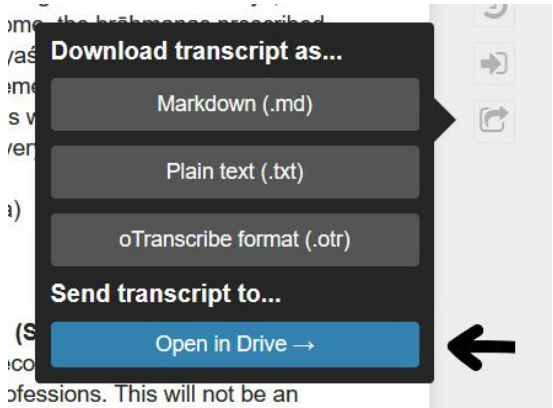
NOTE: If your account is not visible, select “Add another account” and add the correct email address that you sent to the Admin.

If the popup windows does not appear, refresh the page OR use otranscribe.com in another browser like Chrome or Firefox - copy and paste your text there and try exporting again.

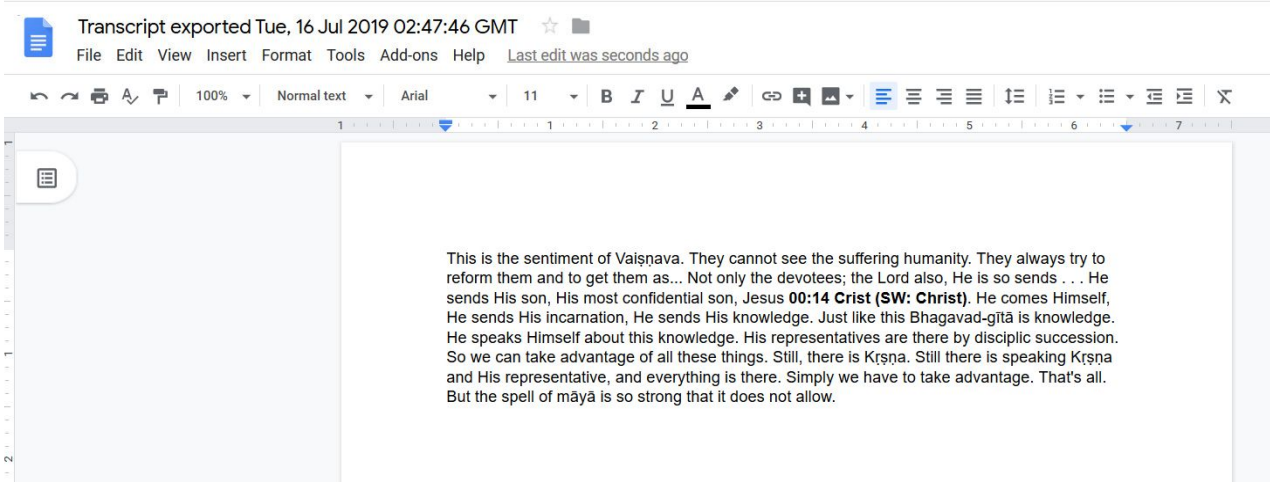
Once you have signed in successfully you will notice a menu. At the bottom of the popup box you will see “Send transcript to…” click on the “Google Drive” button.



Wait for a few seconds and the document will be saved to Google Drive.
When the document is saved, you will see the button change to “Open in Drive”.

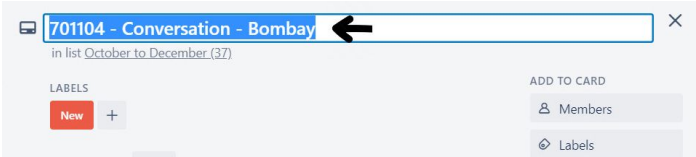


Click this button and Google Docs will now open your document in a new tab.

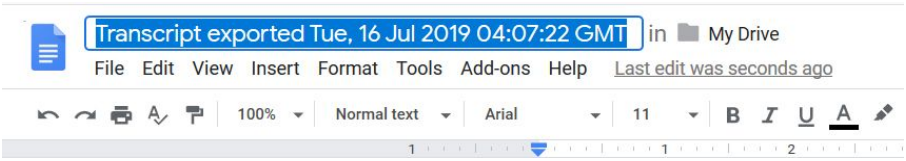


Check to see all your suggestions were preserved.

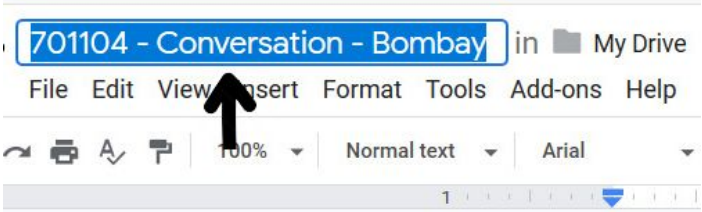
Go back to Trello and select and copy (CTRL C) the title at the top of the card.



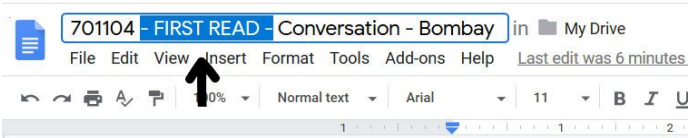
Return to Google Docs and select the whole title “Transcription exported….” - replace the old title by using paste (CTRL V).



You should now have a new title that matches the title you copied from the Trello card.

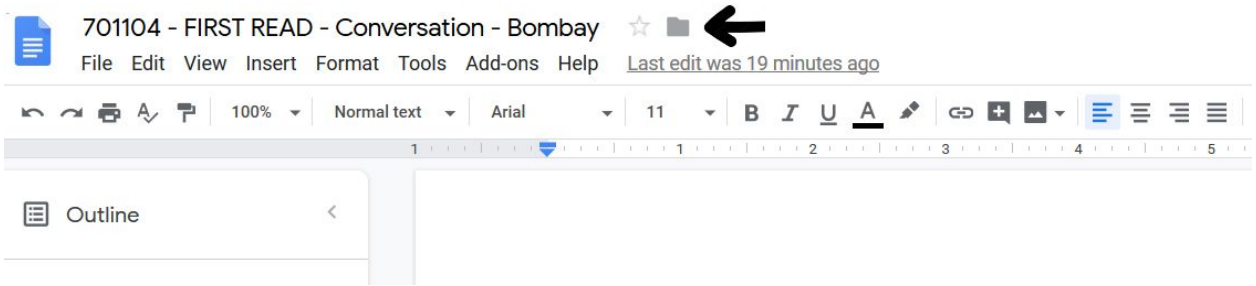


Now we need to insert the word “ - FIRST READ” all capitals and using a hyphen.
Your title should now look like this.

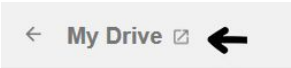


Now click away from the title anywhere in the document - this will auto save the document with the new title. We are using this title as an example only, use the actual title from the Trello card. Next we need to move this document to a folder named “1st Read” (the Admin should have already given you access rights with the gmail address you used to sign into Google when you exported the document earlier, make sure that has been done).

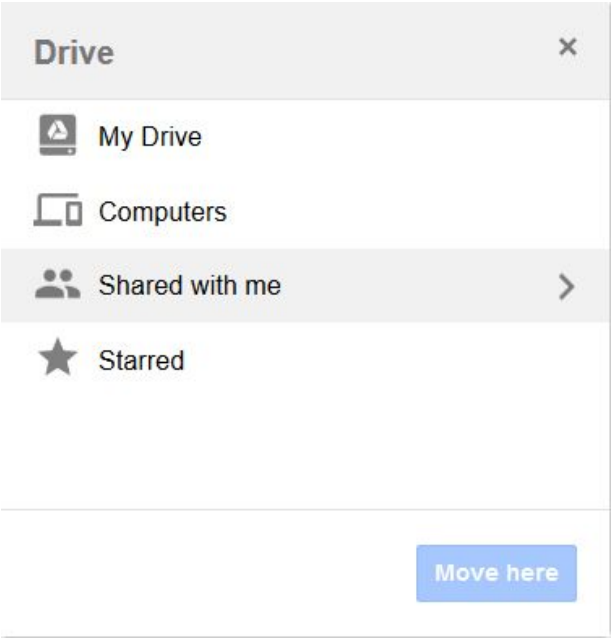
To move the document, simply click on the small folder icon (next to the star icon).



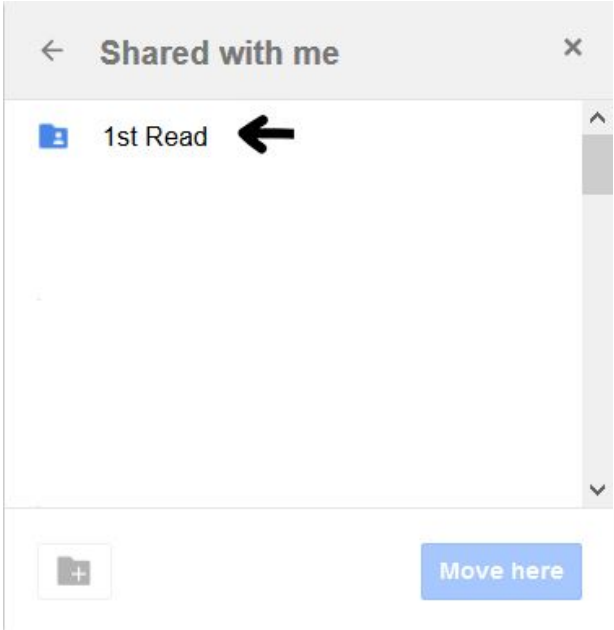
Now you will see a popup box. We want to navigate back by clicking on the arrow to the left of "My Drive".



You should now see a list. Click on the arrow to the right of "Shared with me".

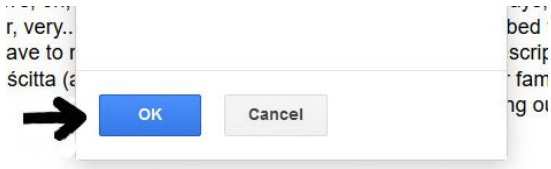


You will now see the "1st Read" folder.

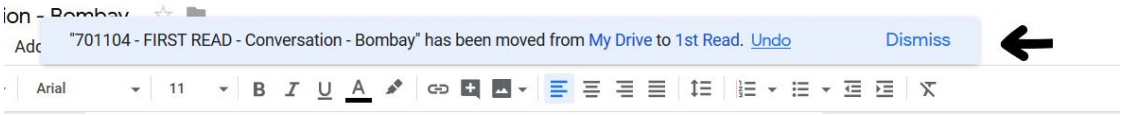


After selecting the 1st Read folder, the “Move” button will appear at the bottom of the box. Click the “Move” button.

After clicking the move button, the “OK” button will appear. Click the OK button.

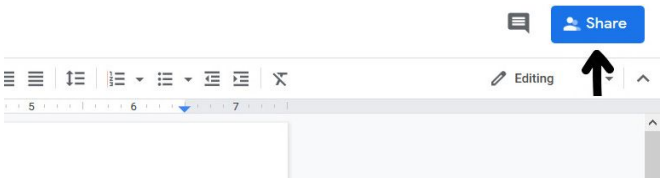


You will now see a confirmation message telling you the move was successful.



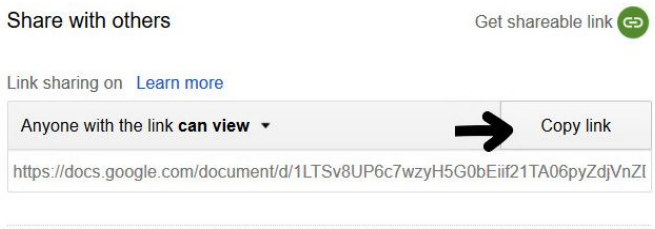
Click “Dismiss”. You have successfully moved your document to the 1st Read folder.

Now we need to create a shareable link. Click on the blue “Share” button on the right side of the document.

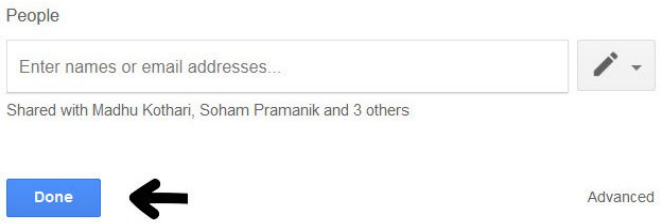


Now you will see a popup box. Click on “Get shareable link”.

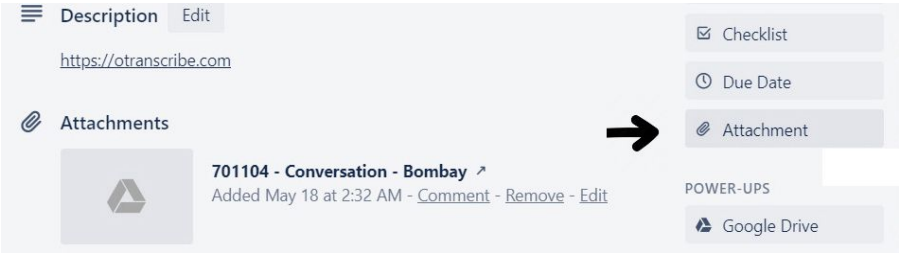
This should now appear. Click “Copy link”.



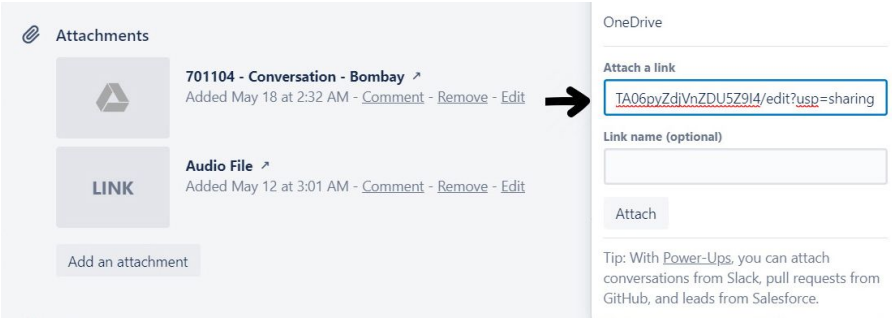
Now click the blue “Done” button.



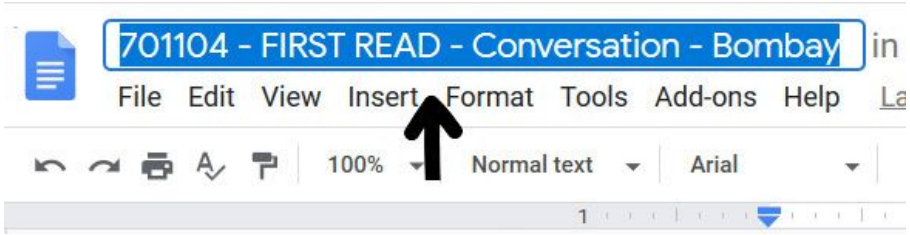
Return to Trello and click on the “Attachment” button on the right side of the card.



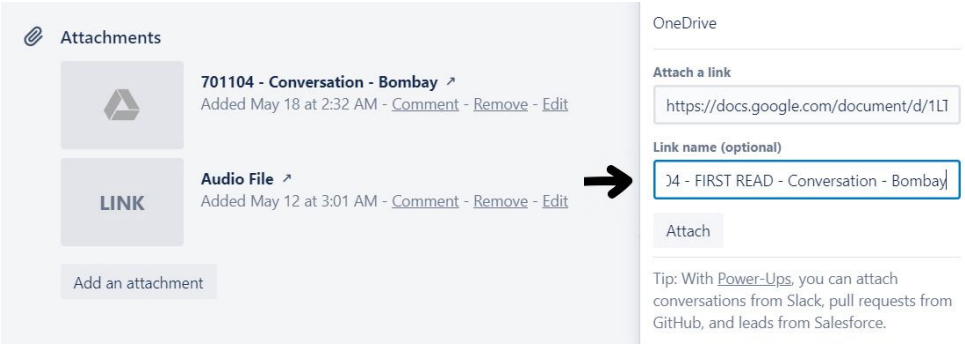
You should now see a box “Attach a link”. Click on this box and paste the link (CTRL V).



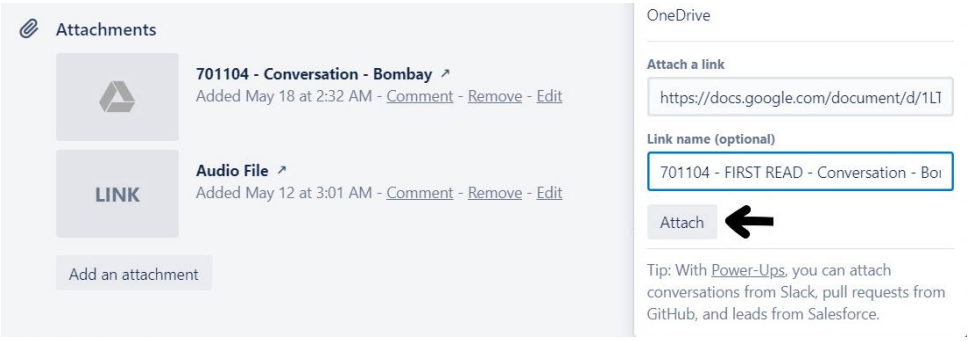
Return to Google Docs and select and copy the title from the document.



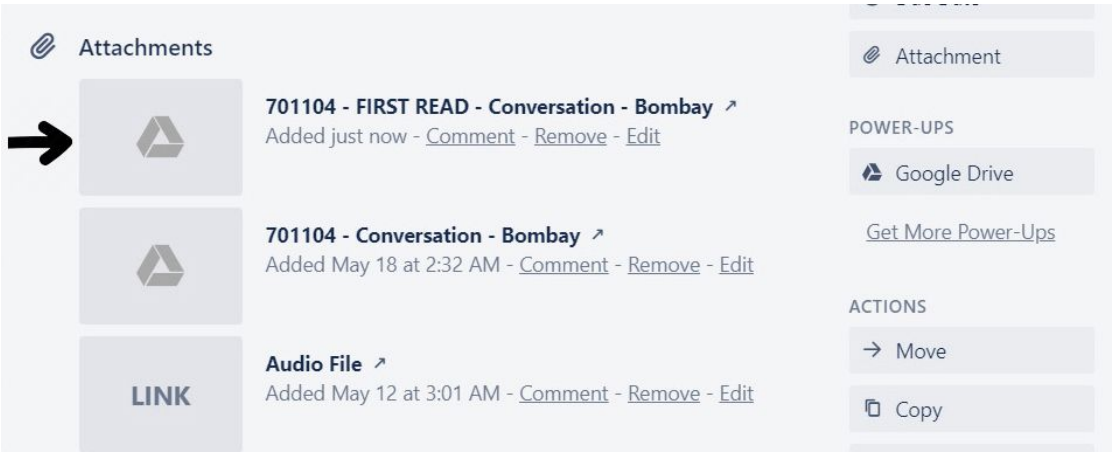
Go back to Trello and paste this title into the “Link Name (optional)” box.



Now click the “Attach” button.



You have now successfully attached the Google document link including the document name. There should now be 3 attachments in the list with yours at the top.



You can now close the card by using the X in the corner (or just click away from the card to close it).